



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT	
CALIFORNIA HOUSING FINANCE AGENCY California State Government	
HOUSING FINANCE ASSOCIATE (MANAGEMENT SERVICES) Departmental Promotional Exam	
Who Should Apply	Competition is limited to State employees. Applicants must have a permanent civil service appointment with the California Housing Finance Agency as of <b>April 7, 2003</b> , the final filing date, to take this examination.
How to Apply	Examination Applications (STD 678) are available and may be filed in person or by mail with the:
	Exam Analyst California Housing Finance Agency 1121 L Street, 7 <sup>th</sup> Floor Sacramento, CA 95814
	Applications are also available and may be filed out on line at State Personnel Board's website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> . <b>Do Not</b> submit your application to the State Personnel Board.
Final Filing Date	<b>Note: All applications must include “to” and “from” dates (month/year), time-base, and position title and description for each relevant position held. We will be unable to process your application without this information.</b>
	<b>April 7, 2003</b> , is the final filing date. Completed applications (Form 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.
	If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application (STD 678). You will be contacted to make specific arrangements.
Monthly Salary Range	Note: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination process.
	\$3915 - 4759
	It is anticipated that interviews will be held in April /May 2003, in Sacramento and Los Angeles.
Position Description and Location	Under the lead of the Occupancy Specialist and the supervision of the Housing Finance Officer, the Housing finance Associate (Management Services) is responsible for all processing functions related to tenant subsidy and tenant file audits for Section 8 assisted properties financed by California Housing Finance Agency. These responsibilities include the following: TRACS and TRACS processing. Processing involves reviewing forms for completeness and accuracy and checking the computation of the HAP payments for each property. This position communicates with management agent or resident manager regarding errors, technical assistance, vacancy and other special claims, as well as all other related matters by correspondence, by email, or telecommunication. Performs on-site tenant file audits annually to review all documentation pertaining to a resident's receipt of subsidy, reviews audit findings with on-site manager. Prepares formal audit report, sends letter and list of findings to project management and then follows up with management agent until all findings are resolved. Makes recommendation to Occupancy Specialist in cases of noncompliance. Reviews TRACS claims and prepares monthly voucher transmittal for HAP. Responds to inquiries from management agents, resident managers, and tenants regarding occupancy. Refers ongoing problems to the Occupancy Specialist and keeps Occupancy Specialist apprised of the status of the projects. Prepares correspondence and reports and other duties related to asset management on initiative or by request.  Positions exist in Sacramento and Los Angeles.
Special Personal Characteristics	Tact and keenness of observation; willingness to travel and work irregular hours.
Examination Information	The examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.  <b>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</b>  Competitors who do not appear for the qualifications appraisal interview will be disqualified.

- SEE REVERSE SIDE FOR ADDITIONAL INFORMATION \*

Requirements for Admittance to the Examination	<p><b>Note:</b> All applicants must meet the education and/or experience requirements for this exam by the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “Or” II, “Or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an exam as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;"><b><u>Either I</u></b></p> <p>One year in the mortgage operations of the California Housing Finance Agency at a level of responsibility equivalent to that of Housing Finance Assistant.</p> <p style="text-align: center;"><b><u>Or II</u></b></p> <p><b>Experience:</b> Two years of experience in the fiscal management of real property, including budgeting, hiring, purchasing and accounting for profitability of projects, for a sponsor, developer, or owner of rental housing, including at least one year of experience in the management of housing developments with more than 100 apartment units. (A Master’s Degree in Planning, Economics, Business, Government, Finance or a related field may be substituted for one year of the required experience.) <b>and</b></p> <p><b>Education:</b> Equivalent to graduation from college, preferably with a degree in planning, economics, government, finance or a related field. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equals two years of college education.)</p>
Scope	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by qualify and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor’s:</p> <p><b>Knowledge of:</b> The operations of the California Housing Finance Agency; purposes and procedures of affirmative marketing programs and housing management systems; provisions of landlord tenant law and grievance procedures; construction, design, and engineering of housing; legal aspects of construction; contract enforcement; applicable laws, rules, or regulations governing relocation; resources of the housing market with particular emphasis on assistance available to low and moderate income families and individuals; management contracts, leases, and subsidy contracts; rent-up processes; income certification and verification; property management standards and procedures; fiscal control procedures, including budgeting, hiring, and reporting to management; cost of management of real property, including staff, utilities, fees, materials, supplies; HUD property management requirements, in particular with respect to Section 8.</p> <p><b>Ability to:</b> Analyze information and situations accurately, draw sound conclusions, and take effective action; identify, evaluate and work out the construction problems of contractors, owners and developers, particularly property management-related problems developed in construction and identification of latent defects; establish and maintain cooperative working relationships with those contacted in the work; communicate effectively, both orally and in writing.</p>
Eligible List	<p>The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
Veterans Preference Credits	<p>Veterans preference credit is not granted in promotional examinations.</p>

**GENERAL INFORMATION**

It is the candidate's responsibility to contact the **CHFA - Exam Analyst (916) 324-4945** three days prior to the written last date if he/she has not received his/her notice.

For an exam without a written feature it's the candidate's responsibility to contact the **CHFA- Exam Analyst (916) 324-4945** three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of interview due to a verified postal error, they will be rescheduled upon written request.

Applications are available from the State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**Veterans Preference:** California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in **open** entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open non-promotional** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. If you established your veteran's eligibility with the State Personnel Board before August 21, 1994, you must **reapply**. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. Directions for applying for veterans' preference points are on the veteran preference application form (Form 1093), which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served on full year in or are graduates of the California Conservation Corps (eligibility shall expire 25 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the exam. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application for STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**California Relay (Telephone) Service for the Deaf or Hearing-impaired.** From TDD phones: 800-735-2929. From voice phones: 800-735-2922.